

YORK COUNTY JOB DESCRIPTION

JOB TITLE: CHIEF OF OPERATIONS JUVENILE SERVICES/COMMUNITY SERVICES

GENERAL STATEMENT OF JOB

Responsible for administering the provisions of the Virginia Juvenile Community Crime Control Act on behalf of the Colonial Group Home Commission and associated localities. Performs responsible planning, administrative and supervisory work in the direction of the Juvenile Services Division, which includes juvenile services, in-home programs, and a variety of community based programs. Plans and directs the activities of Division employees, resolving problems as non-routine situations arise and evaluating employee performance. Identifies revenue sources and meets with various County, state, and city officials to promote support for available programs. Responsible for developing, monitoring, and administering divisions budget. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Plans, administers, and directs a variety of programs designed to provide services to Juvenile Courts; prepares, monitors and administers a complex operating budget and capital improvements budget; prepares a variety of reports and studies including utilization and expenditure reports, annual report, resolutions and position papers.

Plans, coordinates, assigns, and supervises activities of professional, technical and clerical staff engaged in human services activities; reviews employees' performance and resolves problems as non-routine situations arise.

Provides staff services to the Colonial Group Home Commission; attends meetings and make recommendations; attends special meetings with the Judges of the 9th Judicial District.

Serves as liaison to ancillary agencies and works to foster good relations and develop programs which will benefit clients.

Corresponds with various County, State and City officials to promote program support and develop new funding sources.

Receives and responds to a variety of inquiries; provides information regarding available programs; informs the general public of services available to them; gives presentations to civic groups and other community groups.

Attends seminars, conferences, workshops, classes and lectures, as appropriate, and maintains contact with professionals and other governmental officials to enhance and maintain knowledge of trends and developments in the field of human services.

CHIEF OF OPERATIONS – FY2002 COMPENSATION STUDY

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of applicable state codes, particularly those pertaining to juveniles.

Comprehensive knowledge of management principles and practices.

Thorough knowledge of government budgeting and purchasing principles and practices.

Thorough knowledge of adolescent behavior.

Thorough knowledge of personal computers, including knowledge of word processing, spreadsheet, and data base software.

General knowledge of human resources issues such as the Fair Labor Standards Act and the Family Medical Leave Act.

Excellent written and oral communication skills.

Ability to develop and maintain effective working relationships.

EDUCATION AND EXPERIENCE

A Master's degree in public administration, government, human services, or a closely related field, and extensive (6 - 9 years) experience in an increasingly responsible management position in the human services field, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including a typewriter, computer, copier, calculator, and automobile. Work is sedentary in nature.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

CHIEF OF OPERATIONS – FY2002 COMPENSATION STUDY

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to employees, assistants and clients.

Language Ability: Requires the ability to read various correspondence, memoranda, reports, records, applications, statements, requests for payment, etc. and various related records and documents. Requires the ability to prepare reports, budgets, briefs, resolutions, position papers, correspondence, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; to deal with nonverbal symbolism in its most difficult phases; to deal with a variety of abstract and concrete variables; to comprehend the most abstruse classes of concepts.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; to understand and apply the theories of algebra and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared By: _____

Date: _____

Approved By: _____